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ONTARIO
DEPARTMENT OF EDUCATION

# Instructions to Inspectors

*REVISED,* 1911.

## APPORTIONMENT OF THE LEGISLATIVE GRANT TO RURAL PUBLIC AND SEPARATE SCHOOLS IN THE DISTRICTS OF ONTARIO FOR THE CALENDAR YEAR 1911.

### Statutory Provisions.

Under the Department of Education Act of 1909, as amended in 1910, the Legislative Grants to the Rural Public and Separate Schools in the Districts will first be divided by the Department of Education between these schools on the basis of average attendance, and will then be apportioned amongst said Rural Public and Separate Schools respectively, on the report of the Inspectors, in accordance with the following Regulations:

(1) Subject to the Regulations all sums of money appropriated as a general grant for the Rural Public and Separate Schools shall be apportioned by the Minister amongst such Rural Schools on the basis of the salaries paid to the teachers, the value of the equipment, the character of the accommodations, the grade of the teachers' professional certificates, the length of their successful experience, and the amount of the assessments.

(2) Subject to the Regulations the grants so apportioned to Rural Public and Separate Schools in Provisional Judicial Districts shall be paid to the respective boards of trustees on or before the 1st day of August in each year or in two equal instalments, the first on or before the 1st day of August, and the second on or before the 1st day of December.

(3) Subject to the Regulations all sums of money appropriated for assisted schools shall be apportioned by the Minister, to Public and Separate School Boards in poor rural districts, and to the residents of lumber, mining and other settlements.

## General Instructions.

The information herein contained is now communicated to the District Inspectors in order that they may procure from School Boards and Township Clerks the data necessary for the official returns on which the distribution will be made by the Minister (the forms for which are sent herewith to each Inspector).

### Certification of Returns.

All returns from School Boards shall be certified by the Secretary or Secretary-Treasurer; those from the Township Clerks shall be certified by these officials; and said returns shall be retained by the Inspector for at least one year as his authority for his official report.

### Payment of the Instalments.

The Department of Education Act provides for the payment of the Legislative Grant in two equal instalments on or before the first days of August and December in each year. It will accordingly be necessary for the Inspector to act as expeditiously as possible in procuring the information he may need, so as to transmit to the Department of Education the official forms completely filled in, *not later than June 22nd.*

Before payment of the second instalment is made the Inspector will, not *later than the 15th day of November,* furnish the Department with a Supplementary Report confirming his June Report or recommending such alterations therein as the situation may then render necessary.

All schools which have been open for less than *four and one-half months* in the first term shall be reported by the Inspector in his November report on Forms 139 for organized and 141½ for unorganized Townships (Form 141½a is only to be used for the purpose of amending the June recommendations), and shall be paid the full proportion of the Legislative Grant to which they are entitled, at the time the second instalment is paid, except in special cases where the Inspector is able to report that such schools intend to remain open so as to complete the prescribed time before the opening of the second term, in which case the grant will be included with the first instalment and the cheque sent to the Inspector's care, to be held by him until such time as the schools in question have completed the specified time.

### Assessments and Sections.

(1) In the case of *organized townships* the average section assessment of the township hereinafter referred to is the quotient obtained by dividing by the number of school sections in the township the average of the total assessed values of the township for the three years next preceding the year of distribution.

(2) For the above computation:—

(*a*) The lands of the supporters of each Separate School shall be counted as a section in forming the divisor.

(*b*) A union section shall be counted as belonging to the township in which the school building is situated and the assessed value of the portion of the other township or townships completing said union section shall be added to the dividend (see Public Schools Act of 1909, sections 29 and 35).

(*c*) When there are two schools in a section, the section shall be counted as two sections in forming the divisor.

(3) In the case of *unorganized townships,* the average section assessment hereinafter referred to shall be computed on the average of the total assessed values of the section for three years next preceding the year of distribution.

(4) If, in any year, the assessment of 1906 is reduced in any case, such reduction shall not be recognized by the Department of Education unless satisfactory reasons are submitted, through the Inspector, for said reduction.

## SCHEME OF DISTRIBUTION.

The Inspector shall give in his June return and also in his November report the total *yearly* apportionment to each school, *not including Continuation Schools,** and the amount due to each shall be the sum of the Grants to which it is entitled under the following regulations:

A proportionate reduction of the total yearly Grant, however, shall be made in respect of those schools which failed to remain open and in effective operation the whole year, by reducing such amount one-tenth for each month the schools were closed, and no school shall be entitled to receive a Grant which has been open less than four and one-half months.

The Inspector in proportioning the Grants to such schools as were not open the whole year shall base his calculations on the school year of ten months.

### I. Fixed Grants.

When the average section assessment, as defined above, is less than $20,000, each school shall receive a fixed grant of $40; when it is at least $20,000, but less than $30,000, the fixed grant shall be $30; when it is at least $30,000, but less than $40,000, the fixed grant shall be $25; and where it is at least $40,000, but less than $50,000, the fixed grant shall be $20; where it is 50,000 or over, there shall be no fixed grant.

*The term "Continuation School" applies, not to the whole public or separate school, but to the particular division or divisions thereof in which Continuation School work is taught.

## II. Grants Payable on Teachers' Salaries.

Each school shall receive 40 per cent. of the amounts paid in teachers' salaries during the calendar year, up to a maximum of $600 salary in the case of each teacher, the computation beginning as follows:

(1) At $100, where the average section assessment, as defined above, is less than $20,000.

(2) At $150 for a Principal and $100 for an assistant where the average section assessment, as defined above, is $20,000 or over.

## III. Grants on the Teachers' Qualifications.

The following grants shall be paid on the basis of the grades of the teachers' professional certificates and the length of their successful experience, *the competency of each teacher being attested by the Inspector of the school for which such grant is claimed.*

(1) If the teachers' total experience in the schools of the Province of Ontario shall have been at least five years on July 1st next:

| | |
|---|---|
| (*a*) For a Provincial Professional First Class Certificate..... | $50 |
| (*b*) For a Provincial Professional Second Class Certificate ..... | 40 |

(2) If said experience shall have been less than five years on the same date:

| | |
|---|---|
| (*a*) For a Provincial Professional First Class Certificate ..... | $40 |
| (*b*) For a Provincial Professional Second Class Certificate .... | 30 |
| (*c*) For a Professional Third Class (both permanent and limited) or a Provincial Ungraded Permanent Certificate ..... | 25 |
| (*d*) For a Professional District Certificate ..... | 20 |

## IV. Pro Rata Reduction.

If the amount voted by the Legislature is insufficient to pay in full the grants provided for in I., II. and III. above, the Minister may make a pro rata reduction.

## Grants on Equipment and Accommodations.

(1)—(*a*) Where the average section assessment, as defined above, is under $20,000, each school shall receive a grant of $30; and where it is at least $20,000 and under $30,000, a grant of $25, said grants to be applied to the improvement of the equipment and accommodations.

(*b*) The above grants for the improvement of equipment and accommodations shall be expended by the School Boards under the advice of the Inspector; and the improvements, with the items of expenditure, shall be reported to him by the School Boards, before August 1st of the year next following the receipt of the grant.

(2) Where the average section assessment as defined above is $30,000 or over, a grant will be made by the Minister to each Inspectorate at the rate of $20.00 for each principal, and $2.50 for each assistant (*not including the teachers of Continuation Schools*) where the school has been in effective operation for at least one term, and the total sum of said grants shall be sub-apportioned by the Inspector concerned amongst his schools with said assessment on the basis of the value of the equipment and the character of the accommodation in accordance with the following scheme :

(*a*) Each school shall receive 10 per cent. of the approved value of the equipment up to a maximum of $20 for each Principal and $2.50 additional for an assistant; the items of the equipment on which the valuation is made being those prescribed in Circular No. 33, 1907, and provided in the school. *The special equipment for Continuation Schools and Fifth Class shall not be included.*

(*b*) Each school shall receive a grant on the character of its accommodations, the maximum being $30 for a one-teacher school, $45 for a two-teacher school, and $60 for a school with more than two teachers, in accordance with the provisions of Circular No. 33, 1907, in regard to accommodations, and in accordance with the following scheme:

| Grade. | One teacher. | | | | Two teachers. | | | | Three teachers and over. | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | I. | II. | III. | IV. | I. | II. | III. | IV. | I. | II. | III. | IV. |
| | $ c. | $ c. | $ c. | $ c. | $ c. | $ c. | $ c. | $ c. | $ c. | $ c. | $ c. | $ c. |
| Closets | 4 00 | 3 00 | 2 00 | 1 00 | 6 00 | 4 50 | 3 00 | 1 50 | 8 00 | 6 00 | 4 00 | 2 00 |
| Water supply | 2 00 | 1 50 | 1 00 | 50 | 2 00 | 1 50 | 1 00 | 50 | 3 00 | 2 25 | 1 50 | 75 |
| School grounds | 4 00 | 3 00 | 2 00 | 1 00 | 5 00 | 3 75 | 2 50 | 1 25 | 6 00 | 4 50 | 3 00 | 1 50 |
| School buildings | 2 00 | 1 50 | 1 00 | 50 | 3 00 | 2 25 | 1 50 | 75 | 4 00 | 3 00 | 2 00 | 1 00 |
| Class rooms | 2 00 | 1 50 | 1 00 | 50 | 3 00 | 2 25 | 1 50 | 75 | 4 00 | 3 00 | 2 00 | 1 00 |
| Halls | ..... | ..... | ..... | ..... | 2 00 | 1 50 | 1 00 | 50 | 3 00 | 2 25 | 1 50 | 75 |
| Cap rooms | 2 00 | 1 50 | 1 00 | 50 | 3 00 | 2 25 | 1 50 | 75 | 4 00 | 3 00 | 2 00 | 1 00 |
| Private rooms | 1 00 | 75 | 50 | 25 | 1 50 | 1 10 | 75 | 40 | 2 00 | 1 50 | 1 00 | 50 |
| Desks | 2 00 | 1 50 | 1 00 | 50 | 3 00 | 2 25 | 1 50 | 75 | 4 00 | 3 00 | 2 00 | 1 00 |
| Blackboards | 1 00 | 75 | 50 | 25 | 1 50 | 1 10 | 75 | 40 | 2 00 | 1 50 | 1 00 | 50 |
| Lighting | 2 00 | 1 50 | 1 00 | 50 | 3 00 | 2 25 | 1 50 | 75 | 4 00 | 3 00 | 2 00 | 1 00 |
| Heating | 4 00 | 3 00 | 2 00 | 1 00 | 6 00 | 4 50 | 3 00 | 1 50 | 8 00 | 6 00 | 4 00 | 2 00 |
| Ventilation | 4 00 | 3 00 | 2 00 | 1 00 | 6 00 | 4 50 | 3 00 | 1 50 | 8 00 | 6 00 | 4 00 | 2 00 |
| | 30 00 | 22 50 | 15 00 | 7 50 | 45 00 | 33 70 | 22 50 | 11 30 | 60 00 | 45 00 | 30 00 | 15 00 |

(*c*) When the amount of the Legislative Grant to the inspectorate is insufficient to provide for each school the sums required under the preceding regulations, the Inspector shall make *pro rata* deduction from the total grant to each school; and where there is a balance over after making the provision for each school as required by the said regulations, he shall make a *pro rata* addition to the total grant to each school.

(*d*) In order that the Department may apportion the correct amount to each Inspectorate for the grant for equipment and accommodations, each District Inspector shall notify the Minister not later than July 1st of the number of teachers in his Inspectorate reckoned as in (2) above.

(*e*) A return of the total grant on equipment and accommodations as sub-apportioned by the Inspector to each school shall be made by him to the Department of Education, not later than November 1st, and shall be payable by the Minister not later than December 1st, direct to the School Board.

## Grants to Assisted Schools.

In accordance with the statutory provisions, further grants will be made to assist special cases of hardship in school sections and in settlements where there is yet no school organization, for teachers' salaries and for such other purposes as the Minister of Education may deem expedient. Such grants will be made on the report of the Inspector concerned, who shall set forth in full detail on or before the first of November of each year, in a form to be obtained from the Department of Education, the conditions which, in his judgment, necessitate such grants.

## Special Grants for Rural School Libraries.

The special Legislative Grant in aid of Rural School Libraries will be distributed amongst the Rural Public and Separate Schools of the whole Province, *not including Continuation Schools or Fifth Classes,* as a percentage on the value of all books purchased between October 1st, 1910, and October 1st, 1911, provided no school shall receive more than $10.00, and provided no purchase is less than $10.00: The books shall also have been approved by the Inspector as especially suitable for the pupils' use.

All applications for this grant must be made by the Trustees through the Inspector, on or before the 15th day of October. The Trustee shall supply the Inspector with all the information he may require, in regard to the purchases of the books, including vouchers from the booksellers.

The Inspector shall make application to the Department of Education on a form to be provided, which must be forwarded to the Department of Education not later than the 1st day of November.